

II. Suggested Notice of Change (NOC) Form

A. Suggested Notice of Change Instructions - Permittees covered under the CGP may request a change to certain conditions of this permit without submission of a new NOI. Such changes are not permit modifications as provided for under 40 CFR 122.62. At a minimum, the permittee must provide the following information.

1. General facility/site information.

- a) Provide the **facility/site** name, mailing address, and telephone and fax numbers in the spaces provided. Provide the site location, including longitude and latitude. Provide the facility SIC code(s).
- b) Provide the site **owner's (applicant's)** name, address, telephone and fax numbers, if different from the facility/site information. Indicate whether the owner is a federal, State, Tribal, or private entity.
- c) Provide the **operator's** name, mailing address, and telephone and fax numbers, if different from the owner's information.
- d) Provide the NPDES permit number assigned.

2. Type of changes.

- a) Indicate the type of eligible change being requested by checking the boxes that apply or by providing a narrative as an attachment. Eligible changes consist of:

1. Reduction in certain monitoring requirements - Certain monitoring requirements may be reduced upon demonstration by ongoing sampling and analytical data that the effluent either no longer contains a limited parameter or does not demonstrate any toxicity in the case of whole effluent toxicity testing, where required. To be eligible for a reduction in **influent** monitoring, the permittee must provide **6 months** of data. To be eligible for a reduction in **effluent** monitoring of a pollutant that is present in the discharge, the permittee must provide **12 months** of data demonstrating compliance. This type of change requires prior approval by the Director. Prior to receiving written approval, the permittee must continue to monitor at the frequency specified in the RGP.

2. Change in flow conditions - A NOC can be used to notify of a change in flow conditions which may increase the daily average or maximum flow rate by more than twenty-five (25) percent, provided that neither the permitted flow nor the design flow of the treatment system is exceeded.

3. Change in treatment - An NOC can be used as notification of a change in treatment which:

- a) affects the design flow of the system by either increasing or decreasing the design flow, and/or
- b) adds or removes any major operable unit of the system provided that the permittee continues to meet the effluent limits in the permit.

4. Chemical additives - The permittee may propose the use of chemical treatment additives (e.g., foam control, emulsifiers, chelating agents, flocculating agents, pH adjusting chemicals, etc.) to enhance the treatment system performance and demonstrate that the addition of such agents will not add any pollutants which may cause a violation of receiving water standards or cause the overall effluent to violate effluent limitations. The permittee must attach, with the NOC, the material safety data sheets (MSDS) for the chemical(s) proposed to be added and receive prior approval from the Director before use.

5. Change of discharge location - Providing that the receiving water information submitted with the original NOI (or for applicants covered by a prior application for individual permit) remains the same, the location of the discharge may be modified. However, for changes in receiving water, a new NOI is required.

6. Temporary cessation of discharge - For any temporary interruption or cessation of discharge planned to extend greater than 90 days, the permittee must submit a NOC including:

- a) the reasons for the interruption or cessation of discharge,
- b) the estimated time frame when the discharge will cease and be re-started, and
- c) an acknowledgment that “start-up” monitoring will be resumed when the discharge is re-started as required.

7. Change in pH range in MA - For facilities/sites in Massachusetts, the permittee may request that the pH range be widened due to naturally occurring conditions in the receiving water or the naturally occurring source water is unaltered by the permittee’s operation. The scope of any demonstration must receive prior approval from the MA DEP. An NOC must be submitted to the Director upon approval from the state.

8. Change to administrative information - Certain administrative information may be changed via an NOC, including changes in address or contact information and transfer of ownership. For change in ownership, 40 CFR 122.61(b) requires that the permittee submit:

- a) notice to the Director at least 30 days prior to the transfer date;
- b) inclusion of a written agreement between the new and existing permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and
- c) the Director does not notify the existing and proposed new permittee of his or her intent to revoke coverage under the CGP.

3. Signature requirements.

The Notice of Intent must be signed by the permittee in accordance with the signatory requirements of 40 CFR Section 122.22.

B. Suggested Form for the Consolidated General Permit Notice of Change (NOC)

1. General site information. Please provide the following information about the site:

a) Name of facility/site :		Facility/site address:	
Location of facility/site within 100 feet: longitude: _____ latitude: _____	Facility SIC code(s):	Street:	
b) Name of facility/site owner (applicant):		Town:	
Telephone no. of facility/site owner (applicant):		State:	Zip: County:
Fax no. of facility/site owner (applicant):		Owner is (check one): 1. Federal____ 2. State/Tribal____ 3. Private____ 4. other _____, if so, describe:	
Address of owner :(if different from site):			
Street:			
Town:	State:	Zip:	County:
c) Legal name of operator (requesting company) :	Operator telephone no:		
	Operator fax no.:		
Operator contact name and title:			
Address of operator (if different from owner):		Street:	
Town:	State:	Zip:	County:

2. Type of changes:

Please check all that apply:	Eligible changes for use of NOC:
	1. Request for a reduction in monitoring requirements based on ongoing sampling and analytical data that the effluent:

	<p>a) Does not contain a limited parameter or the concentration has decreased: -For a reduction in effluent monitoring of a pollutant that was present in the NOI, the permittee must provide one (1) year of data demonstrating compliance. For a reduction in influent monitoring frequency, the permittee must provide 6 months of data.</p>
	b) Does not demonstrate any toxicity in the case of whole effluent toxicity testing, where WET testing required.
	2. A change in flow conditions which may increase the daily average or maximum flow rate by more than twenty-five (25) percent, provided the flow design capacity of the treatment system is not exceeded.
	3. A change in treatment which:
	a) affects the design flow of the system by either increasing or decreasing the design flow
	b) adds or removes any major operable unit of the system
	4. The use of chemical treatment additives that will not add any pollutants which may cause a violation of receiving water standards or cause the overall effluent to violate effluent limitations. Attach the material safety data sheets (MSDS) and prior approval from the Director.
	5. Change of discharge location if receiving water information submitted with the original NOI remains the same
	6. Temporary cessation of discharge greater than 90 days. Describe (using additional sheets as needed):
	a) reasons for the interruption or cessation of discharge:
	b) estimated time frame when the discharge will cease and be re-started:
	c) how “start-up” monitoring will resume when the discharge is re-started:
	7. Change in pH range in MA
	8. Change to administrative information

3. Signature requirements. The Notice of Intent must be signed by the permittee in accordance with the signatory requirements of 40 CFR Section 122.22

Facility/Site Name:

Signed:

Title:

Date:

C. Submission of NOC Forms - Completed NOC forms must be submitted to EPA-NE at the following address:

US Environmental Protection Agency
CGP-NOC Processing
Municipal Assistance Unit (CMU),
1 Congress Street, Suite 1100
Boston, MA 02114-2023

A copy of the NOC form must also be submitted to the appropriate state agency (see NOI instructions for addresses).